In this topic, you will learn how to review or approve transactions up to 701 days old.

<table>
<thead>
<tr>
<th>Step</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Within the dashboard, hover over <strong>Transactions</strong> and Select <strong>Query</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Image of dashboard" /></td>
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</tbody>
</table>
| 2    | Change the parameters of the search:  
  Date Range: **Post date** > **Is Relative** > **Last Days** > (up to **701** days in the past)  
  **Approval Status** is **Not Equal To** > **Approved**  
  *Do not add any additional parameters* |

![Image of search parameters](image2.png)
If there are no search results, you may need to add your **Hierarchy ID** which is your school or location name by beginning to enter the name and selecting your school from the drop down. To determine your location name, if unknown, it is on the main dashboard under Account Summary.
4. A pop up appears, click OK

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Your query includes dates that exceed 90 days which may cause additional time to process your request. Press OK to continue or Cancel to refine your query.

5. Select each transaction to review or you can click the top box (see red square below) to select all transactions. You can also sort by cardholder name if needed by clicking on the Cardholder Last Name field.